

Job Opportunity

Position

Library Page: *(This is an entry-level position. Completion of a 90-day probationary period is required.)*

Education & Experience

Completion of junior high school. Must be 14 years of age minimum. Must be able to alphabetize and put things in numerical order. Typing skills and prior knowledge of the Dewey Decimal System may be advantageous, but not required.

Applicants submitting a brief cover letter outlining academic achievements and extracurricular involvement with application are given priority.

Nature of Work

Under the direct supervision of the Youth Services Coordinator, the Library Page performs a variety of basic clerical and task operations of the library including shelving of materials, reading shelves and special projects.

To be considered for employment, a candidate must be willing to work 15 hours per week at Ruth Hughes Memorial Library's Imlay City branch; however, participation in extracurricular activities is encouraged and will not be penalized as a basis for employment. All positions will require some evening and weekend hours. While this position is currently outlined above, library administration reserves the right to change work assignments with adequate notification and reasonable accommodation given.

Starting Salary

Part-time. 15 hours per week
\$7.40 per hour.

Application Deadline

Open until filled. Priority will be given to applicants who have submitted their materials by **Friday, August 12, 2011**. Applicants who are interviewed will be required to take a test that assesses their ability to shelve books.

To Apply

Please send or hand deliver, a completed job application form and cover letter to:

Ruth Hughes Memorial District Library
Attn: Kristen Valyi-Hax, Director
211 N. Almont Ave.
Imlay City, MI 48444